



Long Beach Parks, Recreation and Marine

Registration/Reservations Office
2760 Studebaker Road, Long Beach CA 90815
(562) 570-3111

PLEASE READ. SIGN. AND RETURN

Specific Rules for the Use of Recreation Facilities – SENIOR CENTER

Age Requirements/Responsible Party

All persons must be 21 years of age when signing an application/permit. If applying for an organization, the applicant must be an officer of the organization. The person signing the application/permit must be present for the entire event and is liable for any damages. Proof of Long Beach residency will be required for individuals residing in Long Beach to avail of the Long Beach residence fee.

Alcoholic Beverages

Alcoholic beverages (including but not limited to beer, wine, champagne) are **NOT ALLOWED** in any recreational facilities or on the grounds and parking lots. LB Municipal Code, Section 9.22.010. **Any violation will result in the immediate cancellation of the event, forfeiture of all fees and deposits, denial of future applications for facilities, and applicant may incur additional City charges.**

Amplified Music or Sound

Amplified music (e.g., D.J.) and P.A. systems are allowed but **must end by 10:00 p.m.** Amplified music or noise which disturbs the peace of any person or neighborhood is prohibited. LB Municipal Code Section, 16.16.010

Blanket Permit

Groups must pay for each reservation date a minimum of ten (10) working days prior to the event. If the group is late in making the payment three (3) times or cancels a reservation date three (3) times within a single calendar year, they will no longer qualify for blanket permit privileges.

Clean-Up/Removal of Decorations and Trash

Each group must remove their own decorations, clear tables and facility of trash, paper goods, soda cans/bottles, etc. The permittee will be held liable if the recreation facility is not clean and orderly after the event. Clean-up must return the facility to its original condition. Clean-up procedure is defined in the facility checklist.

Damage

The applicant must immediately report all damage of the facility's equipment to staff. Any damage noted by the applicant prior to the event should be identified on the Facility Inventory Checklist (attached).

Dances

Dances are permitted only at those facilities specifically designated by the Director. **Two paid licensed unarmed security guards** and chaperones are required for all dances or teen parties for persons under 21 years of age. The appropriate security guard fee will be assessed the group for the number of hours needed. **Security guards must be present at least thirty (30) minutes prior to guest arrival, the whole duration of the event, and 30 minutes after the event. There is a minimum of 5 hours for security guards. No event will be permitted to start without the two licensed security guards present.** Department staff shall not be considered as chaperones or security. NO PUBLIC DANCES MAY BE CONDUCTED BY PRIVATE INDIVIDUALS OR PROMOTERS. LB Municipal Code, Section 5.72.010.

Decorations

All decorations must be non-flammable and must be removed prior to leaving the facility. Please see recreation facility staff for acceptable materials. The use of tape other than masking tape or scotch tape is prohibited. The use of tacks, nails, staples, or similar fasteners is not allowed. Recreation facility decorations must not be taken down. **The use of candles at any recreation facility is prohibited. LB Municipal Code, Section 16.16.010 (D).**

False Information

Groups must make clear on the Application for Facility Use Permit the purpose of the event. For birthday or graduation parties, groups must indicate the age of the birthday or graduating celebrant. If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of attendees, etc. **the event will be canceled prior or during the event at the discretion of City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of facilities, and the applicant may incur additional City charges.**

Food and Beverages

No food may be sold to the public without a health permit. Food shall not be distributed outside the reservation area. All caterers must have a Long Beach business license.

Gambling

No gambling is allowed in any recreation facility or on park grounds and parking lots. LB Municipal Code, Section 9.24.010.

Kitchen

Access to the kitchen includes the use of the stove and the refrigerator in the ballroom and only the use of the stove in the auditorium. The use of the refrigerator and freezer in the auditorium/cafeteria area is prohibited. Use of other kitchen equipment is not allowed, such as: pots, pans, plates, cups, glasses, utensils, etc. Unauthorized use of this equipment may result to forfeiture of the refundable deposit.

Liability Insurance

Some functions may require liability insurance naming the City of Long Beach and its employees as additional insured. Reservations staff will inform the applicant if insurance will be required.

One-Time Permit

Rental bookings can only be made 6 months in advance. An initial deposit of \$325 is required at the time of booking. The signed original permit, along with the balance payment must be received by the due date indicated on the permit. Groups must pay all fees and charges to the Reservations/Registration Office within **ten (10) calendar days** after the reservation is made. If not received on time, the reservation shall be considered canceled. The Reservations/Registrations Office requires submission of a completed application form at least a minimum of **fifteen (15) working days** prior to the date of the event. Requests made 10-14 working days prior to the event must be made in person and fees paid for in full. Requests made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility and staff, and groups will be charged a premium late booking fee. Reservations for **teen parties (13-20 years of age)** must be made a minimum of **fifteen (15) working days** prior to the date of the event and all fees paid in full. To cancel a paid reservation date, you must give **twenty (20) or more working days' notice** to receive a refund minus the service charge (**\$60.00 for \$120.00 or less; or \$115.00 for more than \$120.00**); otherwise no refund will be given. **If a paid reservation that was made less than 20 working days is being canceled, the permittee will forfeit facility fees paid.**

Parking

Vehicles must be parked in designated areas and are **NOT ALLOWED TO DRIVE OR PARK ON THE GRASS**. LB Municipal Code, Sections 16.20.50 and 16.20.70.

Refundable Security Deposit

A refundable security deposit is required for all reservations and must be paid in full with the facility rental fee. The deposit will be refunded to the applicant if the **facility is left clean and free of damage**. If the facility is left dirty or damaged or there was intervention from law enforcement, the applicant automatically forfeits the deposit. Any additional cost incurred by the City will be billed to the applicant on behalf of the group. **In order to receive the refundable security deposit, the permittee must complete a walk through with staff immediately before and after a reservation. The permittee must sign off both the Facility Checklist and Request of Return of Deposit forms prior to start of the event and before leaving after the event.** In addition, the submission of any falsified information will result in the forfeiture of the deposit.

Selling, Vending, Peddling or Soliciting

Selling, offering, providing, vending or soliciting merchandise, or offering equipment instruction (including but not limited to amusement or game machines) on park premises is prohibited, except by permission of the Director. LB Municipal Code, Section 16.16060.

Setup, Decorations, & Cleanup

Time for set-up, clean up and removal of decorations must be included in original time requested. **Latest time that a group can reserve the facility is 11:00 p.m.** Groups are responsible for set-up of chairs and tables. Set-up of tables and chairs inside the Ballroom facility, located on the second floor, must be in the **dining area only and not on the dance floor**. Groups using the Auditorium located on the first floor will have access to the kitchen, which goes through the Cafeteria area. Tables and chairs inside the cafeteria **are not to be moved or transferred** to the Auditorium. **Any request to extend the time of the original reservation must be a minimum of one hour and must be made at least 10 working days prior to the event and is subject to availability of the facility and staff. However, changes for teen parties must be requested at least 15 working days prior to the event.** Changes made on the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee per occurrence.

Smoking

Smoking is **NOT ALLOWED** in any Community Centers. LB Municipal Code, Section 8.68.060.

Supervision

Staff is available to assist with the reservation. It is the **responsibility of the applicant to control and supervise all participants including children**. Hallways and stairways are not be used as overflow of the reservations.

Vandalism and Graffiti

Cutting, breaking, injuring, defacing, removing or disturbing trees, shrubs, plants or other structures on park premises is prohibited. LB Municipal Code, Section 16.16.010. Damaging, destroying or defacing real property or personal property with paint or any other liquid is prohibited. CALIFORNIA PENAL CODE, Section 594 (a) (I).

**AFTER OFFICE HOURS EMERGENCY NUMBER IS (562) 570-3101
LEAVE A MESSAGE ON EXTENSION #1 AND A DEPARTMENT STAFF PERSON WILL BE PAGED**

The undersigned has read and on behalf of the Licensee agrees to and shall be bound by these rules and the Terms and Conditions contained on the permit, and hereby warrants and represents that he/she executes this on behalf of the permittee and has the authority, capacity and designation to bind the permittee with his/her signature. The City reserves the right to relocate and/or reschedule a reservation with 30 days advance notice.

If the contact person(s) does not arrive, I give permission to let other members of the event and/or event planners into the building at the time stated on the permit (e.g. florist, caterer, DJ, family members). I understand that a walk-through could not be conducted due to the absence of the contact persons(s) and I take full responsibility. _____ (Initials).

Print Name and Organization: _____

Signature of Permittee

Date

Revised: 10/01/06